

**Official Record Copy**  
Office of Personnel

OP MEMORANDUM NO. 20-61-9  
18 May 1981

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Confirming or Correcting Employee Race and  
National Origin Category Descriptions

REFERENCE:

1. Reference Headquarters Notice announced the Government-wide adoption of new uniform race and national origin category designations established by Department of Commerce Statistical Policy Directive No. 16.

2. Reference Notice also described the classification categories and invited concerned employees to confirm their category designation by contacting their component personnel officers.

3. Many employees are expected to audit their recorded category and component personnel officers should be ready to assist employees in knowing how they are classified. A special, EYES ONLY, race and national origin roster will be prepared and given to each component personnel officer for this purpose. The roster should be destroyed 90 days after the reference Headquarters Notice has been distributed to employees.

4. If an employee claims that he or she has not been correctly categorized, the component personnel officer should complete a copy of Form 1152B, Request for Personnel Action Supplement, to correct the category for official records. Completed forms should be forwarded to the Chief, Transaction and Records Branch (TRB), ID/OP, 5E13 Headquarters, on an EYES ONLY basis to ensure correction of the computer based PERSIGN record. The forms will be destroyed by TRB after processing.

5. The Operations Directorate will notify you in the future as to the procedures to be followed for personnel in the field.

Acting Director of Personnel

OPM 11-81

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